

# Memorandum

TO : Registrar/TR

DATE: 8 January 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 1  
18 December 1963 - 7 January 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

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A. DC/AIB met with [REDACTED]

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[REDACTED] to discuss suggestions for reduction of OTR printing requirements in preparation for the visit on 9 January of representatives of a DDS committee set up to consider this matter. Cost figures are prepared for the principal OTR publications for which the Registrar Staff is responsible, and possible ways of cutting our requirements have been discussed.

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B. The DTR's decision that the third segment of the Midcareer Program is to be held in Broyhill was passed on to [REDACTED] C/IS. There was a conflict in dates and occupancy as C/AIB had reserved Room 803 for two weeks of Introduction to Intelligence. Burney plans to discuss with [REDACTED] cancellation or transfer to Langley of the February running of the course. His attention was also called to a recurrence of the conflict during the weeks of 11 and 18 May.

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C. [REDACTED] C/HT/OS, reported that there will not be a formal Student Activities Course in February as originally considered. Instead, Stan is going to set up a seminar for the WH Division. Based on the evaluation of the pilot seminar will be the decision on a formal presentation and on publicity needed for the course.

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There is an understanding that if it is more prudent to do so, some OTR courses may be held at Langley. Stan says CLO will run at Langley in the CA Staff Conference room (3D-03). Use of the room was negotiated by [REDACTED]

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D. Arrangements have been made for [REDACTED] to conduct his two Effective Speaking courses this semester at the Langley Headquarters. He will use 1E-80, a small OCR/Graphics room, for the first four sessions in January; thereafter, until 25 March, he will use room 1A-07. C/IS and C/IP/IS have been informed; one will notify [REDACTED]

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E. A memorandum of confirmation of OTR's reservation of rooms 1A-07 and 1A-13 in the Headquarters building has been sent to the Logistics Planning Staff. It was noted in the memorandum that this is not to be considered a complete listing of the reservations we will require.

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W  
F. [REDACTED] HT/OS, informed us that the Scientific and Technical Operations Course will be given 4 - 29 May, and requested a classroom for it in the Headquarters Building. This is the first running of this course since announcement of its suspension in August 1962.

G. C/AIB has had numerous telephone calls praising the December OTR BULLETIN, particularly the Christmas message on the inside front cover.

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H. At R/TR's suggestion, [REDACTED] of OP called to discuss the possibility of issuing a Special Bulletin to announce the OP sponsored Income Tax Course scheduled, full time, 4 and 5 February. Bob will talk with planning officers in OP and will let us know whether or not a Special Bulletin is needed. He sees the Special Bulletin as a means of getting into many of the offices that were not specifically represented in last years program.

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I. [REDACTED] SR/[REDACTED] visited AIB on Thursday, 19 December, for information on Federal sources of scholarship money to be used to benefit children of Government employees. He was especially interested in a source to aid the undergraduate study of the son of a contract employee who died in 1957 after several years of service with the Agency. [REDACTED] reviewed our pamphlets and left with the intention of calling R/TR for additional information, if needed. C/AIB mentioned the recent establishment of the Agency Scholarship Board but cautioned [REDACTED] that it was premature to consider this as a source of funds.

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J. The Acquisitions Branch/LY/OCR has been very helpful in its response to AIB's written request for procurement of

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foreign catalogs. Catalogs received recently include several from African universities.

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K. C/AIB referred [REDACTED] WH Division, to the Training Assistance Staff, OS, for course material to be used in a training project in [REDACTED]

L. Weekly Attendance.

23-27 December - 514 persons attended 84 internal OTR courses or programs.

30 December - 3 January - 527 persons attended 84 internal OTR courses or programs.

6-10 January - 622 persons attended 95 internal OTR courses or programs.

III. PERSONNEL

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A. [REDACTED] broke a small bone in her foot in a fall at home the Friday after Christmas. She returned to the Office on Monday after a week of leave.

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B. [REDACTED] is required medically to remain at home until Monday, 13 January. Mary's being obliged to stay at home another week is not going to alter her plans, she reports, to start extended leave as scheduled on 20 January.

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C. [REDACTED] is on annual leave for the week beginning 6 January. She is at home in Pennsylvania, celebrating Christmas with her family.

D. C/AIB was on annual leave New Year's week. C/MSOC very kindly agreed to take her duty assignment for the New Year's Holiday in exchange for his duty on the 2nd of February weekend.

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Attachment

OTR Personnel: Requests for Training received in December 1963